

**CITY OF MOUNTAIN VIEW
CLASS SPECIFICATION**

Position Title: Street Supervisor	Job Family: III
General Classification: Professional	Job Grade: 19

Definition: To plan, organize, direct and supervise street maintenance, concrete repair, sweeping, painting, crack sealing, signing operations and street lighting within the Public Services Division; and to perform a variety of technical tasks relative to assigned area of responsibility.

Supervision Received and Exercised: Receives direction from the Utilities Services Manager; exercises direct supervision over assigned maintenance, clerical and technical personnel.

Examples of Duties: Duties may include, but are not limited to, the following:

1. Recommend and assist in the implementation of goals and objectives; establish schedules and methods for street and lighting maintenance; implement policies and procedures.
2. Plan, prioritize, assign, supervise and review the work of staff involved in street maintenance, sweeping, painting, crack sealing, signing and street lighting.
3. Train employees in the correct use of materials and equipment.
4. Establish and maintain a work environment that models the values of the Public Services Division.
5. Evaluate operations and activities of assigned responsibilities; recommend improvements and modifications; prepare various reports on operations and activities.
6. Participate in budget preparation and administration; prepare cost estimates for budget recommendations; submit justifications for staff and equipment; monitor and control expenditures.
7. Participate in the selection of staff; provide or coordinate staff training; set employee performance goals; work with employees to correct deficiencies; implement discipline procedures.
8. Investigate trip and fall claims and document findings; make recommendations to management on possible resolution and/or settlement.

9. Answer questions and provide information to the public; investigate complaints and recommend corrective action as necessary to resolve complaints.
10. Monitor and control supplies and equipment; order supplies and tools as necessary; prepare documents for equipment procurement.
11. Perform the most complex street maintenance duties; provide technical assistance to crews.
12. Coordinate with contractors in providing contract services.
13. Perform related duties as assigned.
14. Assure safety inspections, MSDS files, training and tailgate meetings comply with program goals and schedules.

Minimum Qualifications:

Knowledge of: Principles and practices of street, sidewalk and street lighting maintenance; equipment, tools and materials used in street maintenance, painting, sweeping, crack sealing and signing; principles of supervision, training and performance evaluation; principles of budget monitoring; principles and practices of safety management; and pertinent local, State and Federal laws, ordinances and rules.

Ability to: Organize, implement and direct street, sidewalk, signing and street lighting maintenance operations; interpret and explain pertinent division and department policies and procedures; assist in the development and monitoring of an assigned program budget; develop and recommend systems and procedures related to assigned operations; develop cost estimates for supplies and equipment; establish and maintain effective working relationships with those contacted in the course of work; communicate clearly and concisely, both orally and in writing; and supervise, train and evaluate assigned staff.

Experience and Training Guidelines: Any combination of experience and training will qualify if it provides for the required knowledge and abilities.

Recommended: Four years of increasingly responsible experience in street, sidewalk and lighting maintenance, including two years of lead responsibility. Completion of the 12th grade supplemented by courses in construction management and supervision.

Required Licenses or Certificates: Possession of a valid California Class C driver's license.

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Page 3

Working Conditions: Preemployment and periodic respiratory examinations may be required for this classification.

Established October 1991

Revised December 2005

CLASS SPECS

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